

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: November 26, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	HVAC Contractor
Electrical Contractor	Site Contractor	

Purpose: Construction Progress Meeting #8

Stage of Construction for the week: Demolition, electrical, insulator & HVAC, attic plywood & trenching

TOPICS OF DISCUSSION;

1. Safety issues; Hardhats mandatory, no smoking within 20' of building (designated area will be provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting.
2. On site environment issues; VOC's, Housekeeping, ventilation, clean areas, water, duct work, vacuuming every day & major clean on Fridays. (Item to be reviewed weekly). No issues from previous meeting.
3. LEED Management; waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content. (Item to be reviewed weekly). No issues from previous meeting.
4. Submittals; labeling, timelines, in house/out house review personnel.
5. Trenching; trenching on north side is in progress for geothermal lines. Trenching is set for next week (11/18). Trenching to be completed early next week (11/26).
6. Demolition; 95% complete in the attic, 90% complete on upper level & 85% completed on lower level (11/26).
7. Attic area; Working up in the attic area, starting later this week (11/5). Insulation is completely removed. Existing joists are being altered for new openings (11/12) (11/18). Started plywood in non-walkway areas & insulation has started (11/26).
8. Clay soil; New structural soil is needed for the south parking lot. Bob Dobmier is to attend next site meeting for discussion. Aresco to work up a price for the south parking lot plus a cost for additional cubic yard cost if needed. It was determined by the site engineer that approximately 52cubic yards of material is needed. A concern was brought up about stability of entire site. Further investigation is need as work proceeds. Original material was trucked off site due to its instability as fill (11/5). Subcontractor is working on supply pricing (11/12). Joe is reviewing the pricing (11/18). Pricing is being reviewed by SPA (11/26)
9. Concrete slabs on lower level to be cut next week (11/12). Slabs to be cut this week (11/18). All slabs have been cut, removal is continuing & will be completed on 11/27 (11/26).

10. The roof on the south side which has been leaking, even before construction, will be temporarily covered & repaired when the roofing process begins. Temporary covered was successful for heavy winds & rains this week (11/26).
11. See attached contractor's update sheet – No attachments.
12. All individuals were asked if any outstanding concerns were left on the table at the end of the meeting. All were in agreement that all concerns were addressed at this meeting.
13. Next site meeting will be held on December 3rd at 7:30am.

NEW TOPICS OF DISCUSSION:

1. Excavation for the elevator pit to begin next week. A concern was brought up about the water in this area, present & future. Further investigation will proceed as the pit is excavated.
2. Site utilities will begin in early December.

Item/Issue	Completed by	Open or Closed
Electrical contractor needs Data contractor. Data contractor is to be in touch with Aresco	Aresco	Open
Is there a phone system being installed & where?	SPA	Open
Projector information.	Aresco	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. Geo thermal: Contractor to be back on site today -11/5 to start work on north side (11/5). Contractor to be on site today. 3-4 wells are to be drilled this week, excluding grouting (11/12). Wells are drilled & grouted (11/18). Grouting completed. Closed (11/26)
2. Comment – HVAC contractor is temporarily sealing the end caps for their duct work while under construction to meet LEED requirements. Comment closed. (11/26).
3. Town inspections & permits; Demo permit for portable structure is in progress. No rush. Building will be used for storage for a while (11/5). Power was cut for the portable structure. Town has record (11/12). Temp power is in place (11/18). Closed (11/26).

PHOTOS:





Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file